

DRAWING ROOM

SAFEGUARDING POLICY AND PROCEDURES

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The following document lays out Drawing Room's safeguarding policy and procedures in relation to its work with children, young people and vulnerable adults, as well as being relevant to our internal and public-facing activities. All members of staff and volunteers should be made aware of this document upon starting their role, as well as freelancers and contractors who will be in contact with children, young people and vulnerable adults*.

**Definition of a Vulnerable Adult is defined in the 'No Secrets' government report as a person 'who may be in need of community care services by reason of mental or other disability, age or illness; and who is unable to protect him or herself against significant harm or exploitation.'*

OUR ACTIVITY

Drawing Room explores ideas around contemporary drawing and makes them visible in the public domain. As the only public and non-profit gallery in the UK and Europe dedicated to contemporary drawing, Drawing Room provides a unique resource for the promotion of drawing, its practice, theory and methodology. As a public facing organisation, we have an audience of independent visitors and we engage children, young people and vulnerable adults through our rolling programme of engagement projects which partner with schools and community organisations.

OUR VALUES

Drawing Room seeks to be a welcoming and harmonious space where all staff, visitors and volunteers are treated with dignity and respect. We strive to create equality by removing conditions which place individuals at a disadvantage and will actively challenge prejudice. Our values oppose discrimination on the grounds of age, cultural background, class, disability, neurodiversity, ethnicity, gender, sexual orientation, gender identity, faith and language.

We have a zero-tolerance policy towards violent, abusive, threatening and manipulative behaviour and believe our staff and volunteers have the right to carry out their duties in a safe and supportive environment.

SAFEGUARDING INTRODUCTION

This policy applies to all trustees, staff, volunteers, freelancers and contractors involved in our work. Safeguarding is the responsibility of all those working with and at Drawing Room.

Every child or vulnerable adult deserves to be safe and secure. Their parents or carers (if they have them) need to feel sure that the people in charge of these activities are trustworthy, responsible and will do everything they can to keep the vulnerable adult or child safe from harm.

Likewise, staff and volunteers have the right to be safe in their place of work and may be vulnerable to verbal abuse, physical abuse, prejudice, manipulative behaviour or difficult situations with people they encounter through the job.

Safeguarding is defined as protecting those vulnerable from maltreatment; preventing impairment of health or development; ensuring everyone has equal opportunities to be provided with consistent safe and effective care and protected from abuse.

- Drawing Room has put in place safeguards to protect children, young people or vulnerable adults.
- Staff, volunteers, freelancers and contractors who have roles and responsibilities working directly with children, young people or vulnerable adults are required to have a satisfactory Enhanced DBS check prior to starting their work.
- Drawing Room has also put in place safeguards to avoid putting their workers in positions where abuse might be alleged, and to ensure that all staff and volunteers know exactly what to do should abuse or prejudice be suspected.
- Staff, volunteers, freelancers and contractors will avoid, as far as possible, working in one-on-one situations with children, young people or vulnerable adults.
- Drawing Room believes it is important to not only protect the vulnerable from abuse but to actively promote the welfare of children, young people and vulnerable adults - not just to protect, but to safeguard.

CHILDREN & YOUNG PEOPLE

- In the context of this policy a child is defined as anyone under the age of 18, thus including those commonly referred to as 'young people'.
- All children and young people will be valued, listened to and respected.
- All children and young people have the right to grow up in a caring and safe environment.
- Children and young people have the right to be protected from abuse of all types, and to expect that adults in positions of responsibility will do everything possible to foster those rights.
- All children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm and abuse.
- The protection of children and young people from abuse is seen as part of the general responsibility of Drawing Room.
- Drawing Room has a responsibility to promote non-abusive relationships and create anti-abusive environments.
- The needs of the child are paramount and should underpin all child protection work working to the London Child Protection Procedures.
- Responsibility for safeguarding children and young people must be shared as they can only be protected effectively when all the relevant agencies and individuals accept responsibility and co-operate with one another.
- The primary duty of staff, whatever their nominated role is to protect children and young people from significant harm.
- Drawing Room has a responsibility to inform parents, children and young people of its duty to follow up any safeguarding concerns and report suspected cases of abuse when disclosed or observed.

VULNERABLE ADULTS

- **Privacy:** The right of individuals to be left alone or undisturbed and free from intrusion or public attention into their affairs.
- **Dignity:** Recognition of the intrinsic value of people regardless of circumstances by respecting their uniqueness and their personal needs; treating with respect.
- **Independence:** Opportunities to act and think without reference to another person, including a willingness to incur a degree of calculated risk.
- **Choice:** Opportunity to select independently from a range of options.
- **Rights:** The maintenance of all entitlements associated with citizenship.
- **Fulfilment:** The realisation of personal aspirations and abilities in all aspects of daily life.
- **Valuing Diversity:** Respect for different cultures, ethnic backgrounds, disabilities, religions, ages, genders, and sexual preferences.

STAFF & THE PUBLIC

There is a chance Drawing Room's staff and volunteer team may encounter difficult situations with members the public, contractors or internally, and are therefore also at risk of feeling unsafe. Our value statement makes clear we do not tolerate violent, abusive, threatening, manipulative or prejudice behaviour. It is the collective responsibility of everyone at Drawing Room to support each other with difficult situations. If an incident arises you can use your judgement to:

- Politely refer them to Drawing Room's 'Value Statement'
- Inform another member of staff of the situation.
- Support each other in dealing with difficult situations
- It's OK to say you are busy, or to leave front of house spaces
- Put your safety first
- Use your judgement to follow de-escalation techniques such as:
 - Stay calm
 - Do not over react, use threatening language or body language
 - Listen (within reason). Listening allows an irate person to "flood," which is a means of purging angry energy
 - Ignore challenging questions
 - Don't rise to unreasonable demands or manipulative behaviour
 - Be boundaried and set limits.
 - Be empathetic and non-judgemental
 - Don't take their behaviour personally

TYPES OF ABUSE

There are four main categories of abuse: **emotional**, **neglect**, **physical**, and **sexual** in relation to a child, young person or vulnerable adult. These are detailed below with signs that indicate potential abuse – these are not evidence, but help to identify where abuse may be alleged.

Type of Abuse	Indications of Possible Abuse
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<p>Physical abuse can and does manifest through the hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child or vulnerable adult whom they are looking after.</p>	<ul style="list-style-type: none"> • Any injuries not consistent with the explanation given for them. • Injuries which have not received medical attention. • Bruises, bites, burns, fractures, for example, that do not have an accidental explanation. • Repetitive bruises, cuts, burns etc
<p>Sexual abuse is the forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not the child or vulnerable adult is aware of what is happening, including physical contact including sexual acts; non-contact activities such as involving children in looking at pornography or sexual acts; or encouraging children or vulnerable adults to behave in sexually inappropriate ways.</p>	<ul style="list-style-type: none"> • Any allegations made by a child concerning sexual abuse. • The young person has an excessive preoccupation with sexual matters. • Sexual activity through words, play or drawing. • Sexually provocative behaviour with others.
<p>Neglect is the persistent or severe neglect of a child or vulnerable adult, or the failure to protect a child or vulnerable adult from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment on health or development, including non-organic failure to thrive.</p>	<ul style="list-style-type: none"> • Dirty skin, body smells, unwashed hair, untreated head lice. • Clothing that is dirty, too big, too small or inappropriate for the weather. • Frequently left unsupervised or alone • Untreated illness, infected cuts or physical complaints that are not being responded to. • Frequently hungry.
<p>Emotional abuse is the persistent emotional ill-treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child's emotional and behavioural development.</p>	<ul style="list-style-type: none"> • Depression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy. • Obsessions or phobias. • Sudden underachievement or lack of concentration. • Highly aggressive or cruel to others. • Running away, stealing and lying.

PROCEDURES

Drawing Room has a **responsibility** to follow up safeguarding concerns and report suspected cases of abuse to the appropriate body when disclosed or observed. The following procedures are designed to help all staff, volunteers, freelancers and contractors working at or with Drawing Room, by guiding them through acting on and reporting safeguarding issues.

Everyone at Drawing Room has the responsibility to:

- Pass on concerns you may have of someone’s wellbeing to the Gallery Manager, Engagement Curator or other senior member of staff at the earliest opportunity.
- Recognise and report abuse, but not to investigate or judge.
- Keep photos of participants internal and not on personal devices and social media channels.
- If a child, young person or vulnerable adult is in danger, first ensure they are safe and if immediate help is needed, refer to the safeguarding lead or call the emergency services on 999.
- Action will then be taken to ensure children, young people and vulnerable adults are protected in the future.
- Staff who abuse will be dealt with through Drawing Room’s disciplinary procedures.
- Where appropriate the police will always be informed.
- If a child or vulnerable adult discloses information:
 1. Stay calm and listen.
 2. Go slowly.
 3. Reassure them that they have not done anything wrong.
 4. Be supportive.
 5. Gather essential facts.
 6. Do not ask leading questions, instead ‘tell me, explain, describe?’
 7. Do not Promise confidentiality.
 8. Tell them what will happen next.
 9. Report.
 10. Make notes.

Safeguarding concerns and referrals should be reported directly to Safeguarding Officer(s). If this is not possible (eg. When the safeguarding lead isn’t available) then safeguarding concerns or referrals should be reported to the Duty Supervisor. It is their responsibility record all incidents and concerns and report directly to the designated safeguarding officer(s).

	Safeguarding status	Job Title	Department/ responsibilities	Contact Details
	Safeguarding Lead – Staff, Gallery Visitors, Building	Gallery Manager	Visitor Engagement: services, public events and security Building: Maintenance, security and health and safety	Amysmith@drawingroom.org.uk
	Safeguarding Lead – Engagement Programme	Engagement Curator - Programme Lead	Education: workshops, participation projects, engagement programme,	Betsy@drawingroom.org.uk

				events and school visits	
		Duty Supervisors	Projects & Partnerships Curator Engagement Coordinator	Education: workshops, participation projects, engagement programme, events and school visits	Misty@drawingroom.org.uk Genevieve@drawingroom.org.uk

Safeguarding Leads are responsible for:

- Receiving and recording information from anyone who has concerns.
- Assessing the information promptly and carefully, clarifying or obtaining more information when necessary.
- If necessary, make a formal referral to an appropriate statutory child/ young person's/ vulnerable adults protection agency.
- Ensuring that procedure is followed correctly: Confidentially recording and referring the incident to the relevant members of staff and/or agency.
- Leading the development of Safeguard reviews, policies and procedures at Drawing Room.
- Referral and advisory contacts include:

- Southwark Duty Social Worker: 020 7525 1921
- Local Authority Designated Officer [LADO](#)
- Social Services at Southwark Council: 020 7525 1925
- MASH Multi Agency Safeguarding Hub: 02075251921
- Out of Hours Southwark Switchboard: 02075255000

Call if there is an incident such as a child hasn't been collected or if there is concern for the safety of a child.

- As soon as possible detailed notes should be made including when and to whom in Southwark Council Social Services Department the abuse has been reported. Documentation is vital as evidence might be required for criminal proceedings at a later date.
- If the suspected abuser is a member of staff, the matter will be dealt with through Drawing Room's disciplinary procedure. The police could be involved, and s/he could be suspended pending an investigation.

Duty Supervisors are responsible for:

- Receiving and recording information from anyone who has concerns when the Safeguarding Lead is unavailable.
- Relaying information to the relevant safeguarding lead.

CONFIDENTIALITY

People have the right to expect that all staff and volunteers will deal sensitively and sympathetically with their situation. It is important that information remains confidential and that only those with a 'need to know' should be privy to it.

SAFE RECRUITMENT PROCEDURES

ABC's recruitment policy stipulates that all paid staff will have to complete an application form, detailing past work history and references. Individuals are then interviewed and references requested. Only on receipt of satisfactory references will a formal offer of employment be made.

Satisfactory references will also be requested and obtained for volunteers and volunteering roles.

Those working directly and having regular, sustained contact with children and vulnerable adults are required to have an enhanced check through the Government's Disclosure and Barring Service (DBS) before any commencement of work which involves substantial client contact.

Copies of all returned CRB checks and documentation relating to any children and vulnerable adult issues will be kept confidentially and securely locked within the organisation.

It is a criminal offence for an individual who is disqualified from working with children to knowingly apply for, offer to do, accept or undertake any work in a regulated position. It is a criminal offence for Drawing Room to knowingly employ an individual who is disqualified from working with children and therefore the gallery undertakes not to do so.

REGULATED ACTIVITY

The full, legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended (in particular, by the Protection of Freedoms Act 2012).

The following summary of the definition is derived from this document:

<https://www.gov.uk/government/publications/disclosure-and-barringinformation-leaflets>

Regulated activity excludes family arrangements, and personal, non-commercial arrangements.

Regulated activity relating to children comprises:

- Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;
- Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers;
- Regulated activity only if done regularly by the same person:
- Once a week or more/ 4 or more days within a month

PARTNER RESPONSIBILITIES

Our safeguarding procedures work alongside the bodies who mutually hold responsibility for children and vulnerable adults.

Responsibility for a child ultimately lies with the parent, carer or guardian, teacher, social worker of the child.

Responsibility for an adult at risk ultimately lies with the person undertaking regulated activity relating to that individual.

Employees from schools and other institutions will therefore comply with their own policies and procedures and Drawing Room ensures that these responsibilities are always made clear to the organisations it works with.

Children aged 12 or under must be accompanied at all organised events by a responsible adult; at school visits teachers are responsible for supervising the children in their care at all times.

ADULT TO PARTICIPANT RATIOS

When working with children and vulnerable adults, we require the following adult to participant ratios for group visits:

Early Years Foundation Stage (3-5 years old) **1:6**

Key Stages 1-2 (5-11 years old) **1:10**

Key Stages 3-5 (11-18 years old) **1:15**

RISK ASSESSMENT

Risk assessment is undertaken by each department as required and takes into account operational and organisational risks including safeguarding.

In the event that employees, workers, contractors or agency workers undertake project work onsite or offsite which constitutes 'regulated activity' involving children, young people or adults at risk, such projects will be risk assessed on a case by case basis and referred to the Safeguarding Officers group to ascertain whether enhanced DBS checks are required.

TRAINING

All staff and volunteers working in projects and / or access to beneficiaries, including children, young people and their families as well as carers / vulnerable adults will receive induction training on safeguarding and our policy and procedures.

Staff and volunteers can also undergo training and induction whilst waiting for their checks to clear, but cannot undertake any unsupervised face-to-face work until satisfactory checks have been received.

I have read and understood this document

Print Name:.....

Signed:.....

Date:.....